

CoIR Disclosure---Guide to Signature Requirements

For any positive disclosure, two levels of signature will be required as shown in the table below:

If the employee is:	Disclosure must be signed by:	
	<u>Level 1</u>	<u>Level 2</u>
Faculty Member	Department Chair	Dean*
Faculty Member w/o a Dept Chair	Dean or Director	Executive Committee member to which the employee's unit is accountable
Department Chair	Dean	N/A
Executive Committee Member	The officer to whom he or she is accountable.	N/A
President	Chair of the Board of Directors	N/A
Any employee not mentioned above	Direct supervisor	Dept Chair or Director (or middle management equivalent) unless the Executive Committee member to which the employee's unit is accountable designates someone else.

***Note for School of Medicine Faculty:** The 3 designated signers for the Dean of the School of Medicine are: **Daniel Dorsa**, Vice President for Research; and **Dana Director**, Assistant Vice President; and **Nicole Lockart**, Assistant Dean.